

Bishop Student Assistant

Hrs/week: 10-20 hours. Work Schedule: Flexible. Pay Range: \$9-11.00/hour
Job Open Date: 6/19/08

Duties & Responsibilities: Assist in conducting research, performing literature searches, and providing copies of pertinent articles covering a range of topics including conservation, land use, water quality, renewable energy, etc. Review local news, county and city notices and provide a weekly summary of news-worthy events and local government decisions in the Mt. Whitney area of the SNC. Assist in tracking and processing of grant applications and reporting. Assist in the scheduling and documentation of grantee site visits. Assist with progress reports, notes, and other communications as requested. Assist with general office support, including filing, copying, answering phones, and document production.

Major: Environmental Policy Analysis & Planning, Environmental Studies, Any Major

Preferred Qualifications: - Course work and/or career interest in e-protection, renewable energy, land use planning, public policy, forestry, etc.

- Some experience using academic libraries to research topics and find appropriate peer reviewed articles and books.
 - Experience performing research via the internet and finding pertinent information.
 - Some administrative experience with filing, answering phones, copying, faxing.
 - Ability to multi-task.
 - Team player with effective communication style.
 - Proficient skills in the Microsoft Office Suite, particularly Word, Excel, and Outlook.
- Environmental studies, conservation, watershed

Optional Applicant Documents: Cover Letter

Req'd Applicant Documents: Resume

To Apply: Go to: www.ueijobs.com and apply on line.